

SUPPLEMENTAL JOB DESCRIPTION

Classification: SECRETARY II

Function Code: 8091-045

Position Title: Secretary II

Date Established: 08/15/96

Position Number: 12741

Date Of Last Amendment: 10/5/05

SCOPE OF WORK: Reports to the District Office Manager of Operations and performs diverse clerical duties, including monitoring secretarial support activities for the Division of Family Assistance, in a large and diverse District Office.

ACCOUNTABILITIES:

- Provides routine clerical support services as needed, under the instruction of the Manager of Operations, in other units within the District Office to ensure the availability of clerical support services during normal business hours.
- Performs front-end reception duties, making frequent in-person contact with clients and the public, to answer inquiries concerning services available and general procedural questions.
- Performs unit specific clerical duties including entering case information into case management system (New Heights), copying case specific information, and proper mail dissemination, to ensure that critical daily clerical functions are accurately and timely met.
- Processes daily attendance and leave reports to ensure accurate attendance record keeping.
- Reviews applications/documents to determine appropriate handling or follow-up needed and ensures proper routing to caseworker.
- Checks and verifies typed documents for completeness and accuracy of content.
- Answers routine questions and requests for information from staff and clients.
- Assists in the management of supply and equipment inventories to ensure that office personnel have supplies and equipment needed to perform their responsibilities.

MINIMUM QUALIFICATIONS:

See class specification for Secretary II.

DISCLAIMER STATEMENT: The supplemental job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

SIGNATURES:

I have reviewed this job description for content.

Reviewer's Name, Title & Position #: Penny Keyser-Smith, Supervisor VII, #16227

Reviewer's Signature

Date Reviewed

I have reviewed the content of the above job description with my supervisor.

Employee's Signature

Date

I have discussed the work responsibilities outlined by the job description with the above employee.

Supervisor's Name, Title, Position #: Mary Eldridge, supervisor V, #12652

Supervisor's Signature

Date Reviewed

Division of Personnel

Date Approved